



Town of Buckeye Human Resources Department JOB POSTING

045-06 PLAN REVIEW MANAGER

NUMBER OF VACANCIES: 1
DEPARTMENT: Community Development
PAY GRADE: 70 Exempt
DAYS WORKED: Monday – Friday
TYPE OF POSITION: Full-Time – Classified

POSTING DATE: July 11, 2006
WORK LOCATION: 90 N. Apache Road
SALARY RANGE: \$5,028 - \$7,428 per month
HOURS WORKED: 8:00 am – 5:00 pm

POSITION CLOSES: Open Until Filled

☐ Internal Only

☒ Internal / External

Application Process

All interested persons must submit a completed and signed Town of Buckeye job application to the Town of Buckeye Human Resources Department no later than 5:00 p.m. on the closing date at:

508 E. Monroe Avenue
Buckeye, AZ 85326
Telephone: (623) 349-6250
Fax: (623) 349-6270
TDD: (623) 349-6400

The Town job application can be completed online at our Town website www.buckeyeaz.gov by clicking on the "Job Opportunities" menu or obtain an application from Human Resources Department. We are an equal opportunity employer.

GENERAL PURPOSE: Under limited supervision, manages and performs technical office evaluation and review of building and site plans to ensure compliance with Town development and building codes.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs technical evaluation of building plan and site plans to ensure compliance with building and zoning codes. Assists in reviewing most difficult plans and code interpretation questions. Initiates plan corrections when defects and inadequacies are identified and requires corrections be made to comply with applicable Town ordinances and codes.
- Directs the work of Plan Review staff engaged in building and site plan reviews and customer service.
- Develops, monitors and evaluates performance standards of the plan review process.
- Establishes policies and procedures for plans going to consultants for review. Conducts quality control checks of consultants' work and monitors their work progress. Ensures plans going to consultants are completed as required.
- Answers questions and advises the public concerning building codes and/or plan review progress/process. Assists with issue resolution between consultants and Development Services customers. Demonstrates a continuous effort to improve operations, decrease turn-around times and

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streamline work processes. Ensures staff works cooperatively and jointly to provide quality, seamless customer service.

- Maintains current, accurate records on projects. Participates in the planning of future departmental activities by providing technical information in areas of expertise.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Civil Engineering, Architecture, Landscape Architecture or related field and three (3) to five (5) years experience in the building construction industry and practice of engineering, or architecture, including lead or supervisory experience.; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Town organization, operations, policies and procedures.
- Knowledge of Town Development Code, General Code and various building codes.
- Knowledge of applicable local, state and Federal rules and regulations.
- Knowledge of enforcement and compliance with local and building ordinances.
- Knowledge of principles and practices of building, construction and landscape plans.
- Skill in effectively managing staff, delegating tasks and authority, and training personnel.
- Skill in the detection of discrepancies in plans.
- Skill in presenting technical information to the general public, boards, commissions and elected officials in a clear and concise manner.
- Skill in reading, interpreting, understanding and applying plan review standards and procedures, applicable rules and regulations, and Town policies and procedures.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective oral and written communication.

Special Requirements: ICC Building Plans Examiner Certification or ICC CBO Certification required within one (1) year of hire. Valid Arizona driver's license.

Physical Demands / Work Environment: Standard office environment.

Reports To: Community Development Director

Supervision Exercised: Plan Review staff.

FLSA Status: Exempt